



CalHFA MCC TAX CREDIT CLOSING PACKET CHECKLIST

The CalHFA MCC Tax Credit Closing Packet will not be processed, nor will a Mortgage Credit Certificate be issued for the Applicant, until all the items below are completed and received by California Housing Finance Agency, or the Program Administrator. All Closing Packets must be received within ten (10) days of loan closing.

Applicant Name(s) _____

MCC Reservation Number _____ Lender Name _____

Contact Name _____

Phone Number _____ Email/Fax _____

SEND ONLY ITEMS LISTED BELOW (in order):

- _____ CalHFA MCC Tax Credit Seller Affidavit
- _____ CalHFA MCC Tax Credit Notice to Borrowers of Potential Recapture Tax
- _____ CalHFA MCC Tax Credit Borrower Affidavit
- _____ CalHFA Statement of Citizenship, Alienage, & Immigrations Status for State Public Benefits
- _____ CalHFA Lender Verification of Citizenship / Qualified Alien Status
- _____ CalHFA MCC Program Income Calculation Worksheet
- _____ CalHFA Summary of All Attached Income Calculation Worksheets
- _____ Certified copy of Fully Executed Purchase Contract w/addendums
- _____ Copy of Final HUD-1 Settlement Statement
- _____ Copy of Final 1003 Application for all borrowers
- _____ Copy of fully executed tax returns for each applicant covering three (3) most recent years
- _____ Copy of IRS Form 4506 with #5 blank
- _____ MCC Fee \$350, payable to eHousingPlus, for MCCs combined with a CalHFA first mortgage (corporate/cashier's check), w/ MCC Reservation No. & Borrower Name.
- _____ MCC Fee \$500, payable to eHousingPlus, for MCCs combined with a non-CalHFA first mortgage (corporate/cashier's check), w/ MCC Reservation No. & Borrower Name.
- _____ MCC Reinstatement Fee \$175, payable to eHousingPlus, for any reinstated MCC application which has been cancelled for any reason (corporate/cashier's check), w/ MCC Reservation No. & Borrower Name.

Additional Documents, if applicable:

- _____ Copy of DD214 or discharge papers showing honorably discharged if a Qualified Veteran (only required if veteran and non-first time homebuyer)
- _____ CalHFA MCC Tax Credit Certification of No Income (if applicable)
- _____ CalHFA Tax Return Affidavit (if applicable)

After compliance approval of all required items, the CalHFA MCC Tax Credit Certificate will be issued to the borrower via mail.